Syllabus: Professional Experience Internship

Course Information

IDS 4941 0
Academic Term: Summer 2026
Credit Hours: 0

Course Details

Official Catalog Course Description: This course is a co-curricular requirement that provides students with the opportunity to experience working in a professional environment or community-based organization where they can apply the knowledge and skills they have gained from their program. This requirement may be satisfied through a traditional internship provided by an employer; a community service experience; or some other form of professional/entrepreneurial experience; pending approval by the Provost or designee. The student is assessed resident tuition and the associated fees for one credit hour (see BOG Regulation 7.0003 and University Policy FPU 4.001). A grade of satisfactory/unsatisfactory is earned and included on the transcript for the course.

Prerequisites and Corequisites

Prerequisites

Permission is granted if you have an internship before 72 Credit hours.

Instructor Information

Martha Seney, Career Services Program Director & SHRM-CP
Email: mseney@floridapoly.edu
Office Location: The Office Suite at the back of Residential Housing Phase 2 across from the School Store in what used to be called The Access Point - Office 124B
Office Hours:
Tuesday's - 12:30 PM - 1:30 PM, Friday's 12:00 PM - 1:00 PM

Required Text and Materials

N/A

Technology Requirement

- **You MUST use your Florida Poly email address for all communication in this course.**
  - **All students are provided a university email address (access through https://floridapoly.edu)**
- You will need to have access to a computer and a reliable internet connection.
- Web browsers should be up to date
- You will participate in the course using our Canvas learning management system (https://floridapolytechnic.instructure.com).
- Microsoft Office Word, Excel, and PowerPoint. These are part of the Office 365 suite available free of charge to students.
- Adobe reader for .pdf files; media player for videos
- For technology issues, contact the University's tech support team: https://floridapoly.edu/about/departments/help-desk/

Course Objectives

A professional experience internship is a hands-on learning opportunity that allows students to apply the knowledge and skills gained in the classroom to a real-world professional environment. These experiences are intended to support both the needs of the internship sponsor and the student's individual learning and career development goals.

Students are responsible for creating an intentional learning plan, including clearly defined learning objectives, which must be approved by the University and either the professional internship sponsor or the course instructor (for students completing the course in lieu of a traditional internship).

During the semester of enrollment, all students are expected to complete a minimum of 100 hours of approved professional experience, internship activity, or structured career development training, depending on their assigned course pathway.

Student Pathways: Students enrolled in this course will be assigned to one of two pathways based on their responses to the first assignment: the Internship Plan.

- **Group 1 – Students with Internships:**
  This pathway is for students currently participating in a professional internship, research experience, or other approved position within a professional work environment.
- **Group 2 – Students Without Internships:**
  This pathway is for students who are not currently employed in a professional environment. These students will complete a structured career development training plan designed to build professional readiness and fulfill the course requirements.

Course Learning Outcomes

Upon completion of this course, the student will:

- Develop a professional Resume, Handshake Profile, and LinkedIn profile
- Demonstrate professional workplace skills through internship or experiential learning participation and
- Learn how to complete a skills gap analysis when job searching

- Build resume credentials to compete for full-time positions after graduation
- **Complete 100 hours of approved experiential learning**

Programs Learning Outcomes

Upon completion of this course, the student will:

- Apply academic knowledge in a professional setting by connecting classroom learning to real-world workplace experiences, internships, research, or structured career development activities
- Develop and demonstrate professional workplace competencies including communication, professionalism, accountability, adaptability, teamwork, leadership, and problem-solving
- Establish and pursue career-related learning goals through development of an intentional learning plan aligned with professional interests and career aspirations
- Strengthen career readiness materials and professional brand by creating or refining professional document and platforms such as resumes, LinkedIn profiles, and Handshake profiles
- Build professional engagement and industry awareness through interaction with employers, workplace supervisors, research mentors, or career development programming
- Demonstrate sustained professional commitment and accountability by completing required experiential hours, submitting progress documentation, and meeting course expectations

Academic Support Resources

Library:

Florida Polytechnic University Library is the first fully digital university library, offering seamless access to a wide range of digital resources including academic journals, e-books, databases, and multimedia materials. Students can access the Florida Poly's Library through the University website and Canvas, on and off campus. Students may direct questions to library@floridapoly.edu.

Tutoring and Learning Center (TLC):

The TLC provides tutoring to all Florida Poly students who may need additional academic support. The TLC is staffed by students who have excelled in the courses they tutor. They offer support by reviewing concepts and materials from class, clarifying points of confusion and providing assistance with learning strategies. While the focus of TLC is to provide support to students in freshman-level courses, upper-level courses are also tutored at the Center. The TLC is located on the IST building room 1046.

- **Knack Tutoring:** Students looking for additional assistance outside of the classroom are advised to consider working with a peer tutor through Knack. Florida Polytechnic University has partnered with Knack to provide students with on-demand access to verified peer tutors who have previously aced this course. This service is available 24/7 - anytime, anywhere. To view available tutors, visit floridapoly.joinknack.com and sign in with your student account.

Writing Center:

Florida Poly's Writing Center is dedicated to equipping students with strong writing skills. With personalized guidance, our skilled tutors help refine essays, reports, and research papers. From brainstorming to final touches, we offer invaluable aid at every writing stage. The Writing Center helps students to develop their writing and presentation skills. Consultations are available in person and virtually. For more detail, visit the Writing Center's website.

Student Success Center:

Florida Poly's Student Success Center offers holistic support that helps students build effective habits, navigate challenges, and stay engaged throughout their academic journey. They focus on goal setting, skill development, and connecting students with the right campus resources. All students will be assigned a Student Success Coach at the start of their academic journey. For more information refer to the Student Success Center website.

Health & Wellness:

Florida Poly prioritizes student well-being through comprehensive health and wellness services. Offering counseling, disability support, and a health clinic, we ensure students receive the care and resources they need to thrive physically and mentally during their college experience. For more information refer to the Health and Wellness website.
Characters : 2710

Course Schedule

Week/Date(s)	Student Group	Assignment	Due Date
Week 1: May 18th	Group 1 & 2	Internship Plan	Sun., May 24th 11:59 PM
Week 2: May 25th	Group 2	100 Hour Plan	Sun., May 31st 11:59 PM
Week 3: June 1st	Group 2	Weekly Check-in #1, Internship Reflection	Sun., June 7th 11:59 PM
Week 4: June 8th	Group 2	Weekly Check-in #2, Resume Review	Sun., June 14th 11:59 PM
Week 5: June 15th	Group 2	Weekly Check-in #3 Handshake Profile	Sun., June 21st 11:59 PM
Week 6: June 22nd	Group 1 & 2	Weekly Check-in #4 (Group 2 only), LinkedIn Profile	Sun., June 28th 11:59 PM
Week 7: June 29th	Group 1	Mid-semester Hour Log, Mid-semester Check-in	Sun., July 5th 11:59 PM
Week 7: June 29th	Group 2	Weekly Check-in #5	Sun., July 5th 11:59 PM
Week 8: July 6th	Group 1 & 2	Weekly Check-in #6 (Group 2 only), Skills Gap Analysis for Target Role	Sun., July 12th 11:59 PM

Week/Date(s)	Student Group	Assignment	Due Date
Week 9: July 13th	Group 2	Weekly Check-in #7, Behavioral Interview	Sun., July 19th 11:59 PM
Week 10: July 20th	Group 1	Sponsor Evaluation Survey	Sun., July 26th 11:59 PM
Week 10: July 20th	Group 2	Weekly Check-in #8, Soft Skills Assignment	Sun., July 26th 11:59 PM
Week 11: July 27th	Group 2	Weekly Check-in #9	Sun., Aug. 3rd 11:59 PM
Week 12: August 3rd	Group 1 & 2	Student Evaluation of Professional Experience (Group 1 only), End of Semester Hour Log	Fri., Aug. 7th 11:59 PM

Attendance

Students in **face-to-face (this includes labs and C-courses)** courses are expected "to attend all of their scheduled University classes and to satisfy all academic objectives as defined by the instructor" (University Policy, FPU-5.0010AP).
As this is an asynchronous online course, attendance is measured through active course participation rather than physical class attendance.

Completion of the first course assignment serves as the official attendance verification required by the University. Students who do not complete the first assignment by the stated deadline may be reported as not attending the course in accordance with University policy.

Ongoing attendance is demonstrated through regular login activity, participation, and timely completion of weekly assignments throughout the semester.

Participation

Active participation in this course is required and is demonstrated through the timely completion of weekly assignments and consistent engagement in the course. Because this is an asynchronous online course, students are expected to log in regularly and complete required coursework each week.

If a student is inactive or fails to submit assignments for more than two consecutive weeks without prior communication, the lack of participation may be reported to the University, and an Academic Success Coach may reach out to provide support.

If you anticipate being unable to log in or complete coursework during any week due to illness, travel, or other circumstances, please communicate with me as soon as possible so we can discuss appropriate next steps.

Assignment / Evaluation Methods

As this is an asynchronous online course, weekly assignments will open each Monday and weekly check-ins for Group 2 students will open each Friday at 12:00 PM. All assignments will be due by 11:59 PM each Sunday unless otherwise noted.

Exceptions may apply to the first assignment, as it fulfills the University's attendance requirement and may be due earlier based on institutional deadlines, and the final assignment, which may have an adjusted due date based on the end of the semester and grade submission deadlines.

The course uses a Satisfactory/Unsatisfactory (S/U) grading model rather than a traditional letter grade or percentage scale. To earn a satisfactory grade, students must satisfactorily complete all required assignments.

Evaluation Method:

- ***Pass/fail assessment based on assignment completion and quality***
- ***No weighted percentages or point values assigned***

In general, assignments are graded based on applied learning, professional skill development, reflection, career readiness, accountability, and demonstrated completion of experiential learning requirements.

Students with Internships are evaluated based on participation in a real-world professional experience and the successful completion of internship-related requirements as well through practical career readiness deliverables that demonstrate competency development.

Examples:

- Professional Internship Plan
- LinkedIn Profile
- Mid-Semester Hour Log
- Mid-Semester Progress Update
- Skills Gap Analysis for Target Role
- Sponsor Evaluation Survey
- Student Evaluation of Professional Experience
- End of Semester Hour Log

Evaluation Method:

- Demonstration of applied learning in a professional setting
- Verification of participation and progress

Students without Internships are evaluated through practical career readiness deliverables that demonstrate competency development.

Examples:

- Professional Internship Plan
- 100 Hour Plan
- Weekly Check-in's #1, #2, #3, #4, #5, #6, #7, and #8
- Internship Reflection
- Resume Review
- Handshake Profile
- LinkedIn Profile
- Skills Gap Analysis for Target Role
- Behavioral Interview Practice
- Soft Skills
- End of Semester Hour Log

Evaluation Method:

- Review of submitted professional artifacts
- Demonstration of employability skills

Late Work / Make-up Work

Students are expected to make every effort to submit assignments on time. However, I understand that unexpected circumstances can arise. If you anticipate needing additional time, please communicate with me as early as possible. In general, assignments may be submitted late without penalty, except for the final hours submission log, which cannot be accepted late due to end-of-term grading deadlines.

Course Communication and Feedback

The best way to contact me is via email. I strive to respond to emails within two business days, though I will make every effort to reply on the same business day whenever possible. Please note that response times may be slower on weekends, during vacations, or while I am attending conferences. If I am unavailable for an extended period, I will notify students through a course announcement.

If I am out of the office and you have an urgent matter, please email careerservices@floridapoly.edu, and one of our Career Coaches will assist you or help connect you with me as needed.

Generative AI Policy

Generative AI Permitted Within Guidelines

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. To avoid violating Florida

Polytechnic University academic integrity policy, students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are welcome to use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in your work for this course. However, AI is not a replacement for your own thinking and research. AI-generated text or other content must be clearly marked and cited properly. In addition, you are responsible for confirming the veracity of any information or sources produced by artificial intelligence. If you have any questions about this, please reach out to me.

Civility and Collegiality

Faculty and students come to the university for the same reason, which is to participate in a highly professional educational environment. To that end, both students and faculty are expected to treat each other with mutual regard and civility. Communication, written, oral and behavioral, between faculty and students must remain respectful. Within and outside of the classroom, students must refrain from derogatory comments toward the faculty member and their fellow students, and faculty as well must refrain from derogatory comments toward their students. Faculty and students should address each other with respect, in accordance with the wishes of the faculty and the students: for example, no one should be addressed by their last name alone.

Faculty from the outset of a course can and should specify what constitutes activities and behavior that take away from, that diminish, the educational environment. An individual student's distracting behavior impedes the education of fellow students, which itself is a form of disrespect. Civility and collegiality also include respecting each other's time: for example, neither students nor faculty should arrive late to class (unless unforeseen, pressing circumstances prevail); faculty should be present at the posted office hours; and students and faculty should be punctual when meeting times are scheduled. In more general terms, collegiality means respecting the right of both faculty and students to participate fully and fairly in the educational enterprise.

Netiquette

University netiquette involves maintaining professional, respectful, and clear communication in online environments. Key rules include avoiding all-caps (shouting), respecting diverse opinions, avoiding "flaming" or personal attacks, checking for existing answers before posting, and using proper grammar. Remember to treat peers and instructors with courtesy.

Grading Scale

Pass/S	Completion of Course Assignments and 100 Internship Hours
Fail/U	Did not Complete Course Assignments or the 100 Internship Hours

University Policies

Reasonable Accommodations

The University is committed to ensuring equal access to all educational opportunities. The University, through the Office of Disability Services (ODS), facilitates reasonable accommodation for students with disabilities and documented eligibility. It is the student's responsibility to self-identify as a student with disabilities and register with ODS to request accommodation.

If you have already registered with ODS, please ensure that you have requested an accommodation letter for this course through the ODS student portal and communicate with your instructor about your approved accommodations as soon as possible. Arrangements for testing accommodation must be made in advance. Accommodation is not retroactive.

If you are not registered with ODS but believe you have a temporary health condition or permanent disability requiring accommodation, please contact ODS as soon as possible.

The Office of Disability Services (ODS):
DisabilityServices@floridapoly.edu
(863)874-8770
IST 1025
ODS website: floridapoly.edu/studentlife/disability-services/

Accommodations for Religious Observances, Practices and Beliefs

The University will reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and work assignments. (See University Policy.)

Title IX

Florida Polytechnic University is committed to ensuring a safe, productive learning environment on our campus that prohibits sex discrimination and sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence and stalking. Resources are available if you or someone you know needs assistance. Any faculty or staff member you speak to is required to report the incident to the Title IX Coordinator. Please know, however, that your information will be kept private to the greatest extent possible. You will not be required to share your experience. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the Florida Polytechnic University Ombuds Office, BayCare's Student Assistance Program, 1-800-878-5470 and locally within the community at Peace River Center, 863-413-2707 (24-hour hotline) or 863-413-2708 to schedule an appointment. The Title IX Coordinator is available for any questions to discuss resources and options available.

Academic Integrity

Violations of academic integrity regulation include actions such as cheating, plagiarism, use of unauthorized resources (including but not limited to use of Artificial Intelligence tools), illegal use of intellectual property, and inappropriately aiding other students. Such actions undermine the central mission of the university and negatively impact the value of your Florida Poly degree. Suspected

violations will be fully investigated, possibly resulting in sanctions up to and including expulsion from the university.

Recording Lectures

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. Recordings may not be used as a substitute for class participation or class attendance. Recordings may not be published or shared in any way, either intentionally or accidentally, without the written consent of the faculty member. Failure to adhere to these requirements is a violation of state law (subject to civil penalty) and the student code of conduct (subject to disciplinary action). *Recording class activities including, but not limited to, lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), and invited guest speakers is* ***prohibited****.*